



Budget Class (assigned by PTO Treasurer): _____

SAINT TIMOTHY SCHOOL PTO PAYMENT REQUEST APPROVAL FORM

All STS PTO expenditures must be related to and included within a STS PTO Board Approved Budget or individually approved in advance in writing by the PTO Treasurer to be eligible for payment. Requests for payment for reimbursement must be accompanied by the original paid receipts and invoices that display the vendor's address. All requests must be submitted to the Executive Board.

REQUEST FOR PAYMENT: Section must be fill out by the individual requesting that a payment be made to a vendor or by the individual requesting reimbursement.

DATE: _____ INVOICE or RECEIPT #: _____ AMOUNT OF PAYMENT/REIMBURSEMENT REQUEST: _____

PURPOSE OF EXPENDITURE (USE BACK IF NEEDED): _____

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

CONTACT PHONE NUMBER: _____ EMAIL: _____

MAIL TO THE ABOVE ADDRESS: _____ PICK UP AT STS OFFICE: _____ SEND HOME (CHILD'S NAME AND CLASS): _____

PAYMENT REQUESTED BY: _____ SIGNED

SIGNATURE REQUIREMENTS: See Authority Guidelines

PTO TREASURER	All	Sharon Moynihan	_____		
			Signature		
PTO PRESIDENT	\$> \$100	Jordon Manis	_____		
			Signature	or	_____
					Email Approval
PRINCIPAL	\$> \$500	Michael Pryor	_____		
			Signature	or	_____
					Email Approval
PASTOR	\$> \$1000	Rev. David Meng	_____		
			Signature		_____
					Email Approval

*All email approvals must be attached to this Payment Request Approval Form

TOTAL: \$ _____